Department of Veterans Affairs

ELECTRONIC PAYMENT OF THE VA FUNDING FEE

Internet site: www.va.gov/vas/loan/vaach.htm

Appendix C
Electronic Payment of the VA Funding Fee

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Electronic Payment of the VA Funding Fee

How and When to Remit the Funding Fee to VA

Lenders must remit the funding fee to VA electronically within **15 calendar days** of the loan closing. This can be accomplished using a computer with a modem, or just a telephone (see 3 methods below), once the lender is set up with a personal identification number (PIN).

Payments transmitted prior to 9:30 p.m. Eastern Standard Time are transferred from the lender's bank account to VA at the opening of business the next banking day. Therefore, the lender must ensure it has sufficient funds in its account to cover funding fee transactions **at the time** it transmits them. VA does **not** require that the bank account be used only to pay VA funding fees. Multi-purpose bank accounts are acceptable.

Receipts evidencing payment of the funding fee are sent to the lender by mail.

3 Methods

VA uses Mellon Bank's Automated Clearing House (ACH) services to process funding fee payments. The are 3 methods for paying the funding fee through ACH:

1. Terminal entry method
- This is the most commonly used method
- Requires a computer with a modem

2. CPU/CPU method
- Requires a mainframe computer to computer transmission (used mostly by lenders with many *transactions*).

3. Operator assisted telephone method
- Requires only the use of a telephone - dialing toll-free number: (800) 944-1400.

Cost

VA and Mellon Bank do **not** charge the lender for getting a PIN or paying the VA funding fee. However, your bank may charge a transaction fee.

Electronic Payment of the VA Funding Fee

VA Lender ID Number

A lender must have an 11-digit VA lender ID number and a PIN in order to pay the VA funding fee through ACH. If you do not have a VA lender ID number, contact the VA office with jurisdiction over your home office.

The VA lender ID number is used to identify the lender for **all** transactions involving VA-guaranteed loans. The ID number is linked to the mailing address provided by the lender to VA.

Lender option to get separate lender ID numbers for branch offices
Funding fee receipts are mailed to the address associated with the **lender ID number** used to transmit the funding fee. Therefore:

• The lender may choose to have all receipts sent to its home office by using its home office ID number for all funding fee transmissions

OR

• The lender may choose to have funding fee receipts sent to branch offices by obtaining separate lender ID numbers for those offices and using those ID numbers for funding fee transmissions.

To request an ID number for a branch office, contact the VA office with jurisdiction over the branch office location.

How to Obtain a PIN

Complete a copy of the APPLICATION on page B-18 and fax or mail it to VA, or provide VA with equivalent information. (The fax number and address are indicated on the application.)

• **Delays result** when banking information is incorrect. Please have the bank verify the transit routing number and account number **before** submitting your information to VA.

• The lender should receive a 4 to 6-digit PIN from Mellon Bank by mail If no PIN is received within 2 weeks after the lending submits its information to VA, call the VA Funding Fee Coordinator at (202) 273-7375.

• The lender may begin transmitting funding fees **immediately,** once it receives a PIN number.

Electronic Payment of the VA Funding Fee

How to Obtain a PIN
(continued)

For branch offices that will be transmitting Funding Fees
If the lender wants all branch offices to use the home office ID number, submit only **one application** with the home office ID number.
- All funding fee receipts will be sent to the home office.
- All branches will use the home office PIN.

If the lender wants each branch office to use its individual ID number, submit a **separate application** for each branch office.
- Funding fee receipts will be sent to the branch office as long as it uses its individual ID number for the funding fee transmission.
- Only one PIN will be assigned to the lender for use by its home office **and** all branch offices

UNLESS

The lender attaches a request for separate PIN Numbers for each branch office.

Lost PIN Number

A lender who cannot find its PIN number should contact Mellon at (412) 234-2314 or (412) 234-2315. For security reasons, **VA never knows a lender's PIN number.**

Description of Terminal Entry Method and Equipment Needed

Most lenders find the terminal entry method easiest. A lender uses a personal computer (PC) with a modem to pay the funding fee. An employee of the lender key-enters data on each loan for which a funding fee is owed and transmits this information to Mellon Bank. Mellon Bank, acting on behalf of VA, transfers the appropriate funds from the lender's account to VA for payment of the funding fee.

Equipment Needed
- A terminal and/or IBM compatible PC
- Hayes compatible modem
- Communication software package. VA cannot recommend specific brands or products. However, most retailers can and will recommend brands that will work with most personal computers. The Mellon Telecash Hotline can provide set-up assistance if Crosstalk, Smartcom or Procom is used.
  - The Mellon Hotline number is (800) 468-5047 (outside PA) or (800) 982-9277 (inside PA) or (412) 234-6816 (Pittsburgh area).

Electronic Payment of the VA Funding Fee

Description of Terminal Entry Method and Equipment Needed
(continued)

Most personal computers can be set up to perform as a terminal. Although some models come equipped for use as a "dumb" terminal, most require at least some of the following additional equipment:

- **Communication Hardware**
  - The primary piece of equipment is a modem, a device that converts the electronic signals form used in the computer to frequencies that can travel over telephone lines, or vice versa. The most commonly used cable is the RS-232, which plugs into the PC through an Asynchronous Communications adapter.
  - The Asynchronous Communications adapter is a component that sometimes comes with the PC, or may be purchased separately. It acts as the go-between from the modem to the microprocessing boards. Normally this adapter snaps onto the back of the PC in one of the expansion slots.

- **Communication Software**
  - To access the Telecash system, the PC and modem must conform to certain requirements of the Mellon System. In order to accomplish this, communications software must be installed. Such software is available from a wide variety of manufacturers at a relatively low price.

- **Settings**
  - All software packages require establishment of parameters. The software package that you are working with will determine the system parameters. Your technical personnel should work with the Mellon Telecash Hotline to obtain assistance. The Mellon Telecash Hotline may be reached as (800) 468-5047 (outside PA) or (800) 982-9277 (inside PA) or (412) 234-6816 (Pittsburgh area).

  <u>Use of the ECHO system</u>
  - The basic communication program available through ECHO can be used to transmit VA funding fees. HOWEVER, unlike HUD/FHA, VA does not participate in the ECHO program which provides electronic receipts.
  - VA mails all funding fee receipts.

  Contact your ECHO representative directly for further information.

Electronic Payment of the VA Funding Fee

**Data Entry
Procedures for
Terminal Entry
Method**

Obtain a local access number for Sprint or Compuserve by contacting the
Telecash Hotline at (800) 468-5047 (outside PA), (800) 982-9277 (inside
PA), or (412) 234-6816 (Pittsburgh area). The lender does not need to be a
Sprint or Compuserve subscriber to use these numbers. Record the local
access number here: _____. Dial that number to
begin. Logon is different depending upon whether access is through Sprint or
Compuserve.

To logon through Sprint:

Screen	Lender Action
CONNECT 9600/ARQ/V32/LAPM *(Note*: *9600 is the baud rate. If using a different speed modem, the appropriate baud rate will appear in the sequence above instead of 9600)*	While holding down the '**shift**' key, press the '**2**' key. Then press '**enter**' or '**return**'
TELENET **412 3901.22** **TERMINAL=**	Press '**enter**' or '**return**'
@	Enter '**c 41249**' Then press '**enter**' or '**return**'
412 49 CONNECTED	Press '**enter**'or '**return**'

Proceed to instructions for both Sprint and Compuserve.

To logon through Compuserve:

Screen	Lender Action
CONNECT 9600/ARQ/V32/LAPM *(Note*: *9600 is the baud rate. If using a different speed modem, the appropriate baud rate will appear in the sequence above instead of 9600)*	Press '**enter**' or '**return**'
0035PJG **Host Name:**	Enter '**MELLON**' Then press '**enter**' or '**return**'
Connected to 0041 MB	Press '**enter**' or '**return**'

Proceed to instructions for both Sprint and Compuserve.

Electronic Payment of the VA Funding Fee

Data Entry Procedures for Terminal Entry Method (continued)

To continue logon and data entry for both Sprint and Compuserve, use the following instructions.

The instructions show each prompt provided by the Telecash system, and what to enter in response. Never enter commas or decimals. When entering a dollar amount, include the 2 digits indicating cents.

- Example: $1,500.00 should be entered as 150000.

Enter "STOP" at any time to end the session or enter additional transactions.

Telecash Screen Display	Lender Entry (Enter exactly as shown, unless labeled "Example." Hit return key after finishing each screen.)	Help Column
***ENTER LOGON	logon k03434	
ENTER PASSWORD	veterans	For <u>failed</u> <u>logon</u> attempts: • Verify proper settings and
WELCOME TO TELECASH ENTER MODULE OPTION OR 'HELP' FOR MODULE LIST	MPS	connections on all equipment • Repeat logon process, ensuring correct data is input • If logon still fails, call the Mellon Telecash Hotline at: 800-468-5047 (outside PA) 800-982-9277 (inside PA) 412-234-6816 (Pittsburgh)
ENTER 'HELP' FOR REQUEST LIST	2	

Electronic Payment of the VA Funding Fee

Data Entry Procedures for Terminal Entry Method (continued)

Telecash Screen Display	Lender Entry (Enter exactly as shown, unless labeled "Example." Hit return key after finishing each screen.)	Help Column
ENTER COMPANY NUMBER 'XXXXX'	**131**	See previous page for instructions on failed logon attempts.
ENTER PIN; **LOCATION NUMBER ENTER 'STOP' TO END**	**Example: 9999:99999999999**	Enter the lender's 4-6 digit PIN number, a semi-colon and the lender's 11 digit ID number.
ENTER LOCATION NUMBER; **AMOUNT: ENTER STOP TO END**	Example using a $1,500.00 payment: **99999999999**;150000	Enter the lender's 11-digit ID number, a semi-colon, and the amount of funding fee being paid. • Use the following format: #############;$$$$¢¢ No commas or decimal points
ENTER SUPPLEMENTAL AMOUNT "9999" OR SUPPLEMENTAL DATA 'XXXXX' FOR OTHER DATA TYPES		See next page for data entry procedures.

Electronic Payment of the VA Funding Fee

Data Entry Procedures for Terminal Entry Method (continued)

Telecash Screen Display	Lender Entry (Enter exactly as shown, unless labeled "Example." Hit return key after finishing each screen.)	Help Column
FIELD 1: VA LOAN NUMBER	**Example: 353568888888**	Enter the 12-digit VA loan identification number (LIN). The first two digits should be the same as the second two digits. • If the LIN has only 10 digits, repeat the first two digits at the <u>beginning</u> of the number. • If the LIN has less than 10 digits, check the loan documents for the complete LIN assigned by VA.
FIELD 2: OJ CODE	**Example: 35**	Enter the first 2-digits of the 12-digit VA LIN.
FIELD 3: CLOSING DATE	**February 2, 1998 Example: 020298**	Enter date loan was closed using a 6 digit format: MMDDYY
FIELD 4: LOAN AMOUNT	**Example using a $120,000.0 loan: 12000000**	Enter the total loan amount, including the funding fee if financed in the loan.
FIELD 5: S-SHORT, L-LATE, I-INTEREST	**Example: L**	Leave blank for a regular funding fee payment. Use S for a shortage payment, L for late fee, and I for interest or for late fee plus interest. • If funding fee is being paid late, just pay the regular funding fee. Pay late fees only after notification from VA. • If lender needs to pay both a late fee and shortage, this must be done as 2 separate transactions.

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Data Entry Procedures for Terminal Entry Method (continued)

Telecash Screen Display	Lender Entry (Enter exactly as shown, unless labeled "Example." Hit return key after finishing each screen.)	Help Column
FIELD 6: VETERAN NAME	Example: **Doe John Q**	Enter last name, then first name, and middle initial if used. Do not insert comma.
FIELD 7: LOAN TYPE (O A I M C)	Example: **O**	Enter the type of loan. • O - Origination (purchase or construction loan which is not a refinancing loan) • A - Assumption • I - Interest Rate Reduction Refinancing (known as IRRRL, rollover or streamline) • M - Manufactured Home • C - Cash-Out Refinancing
FIELD 8: SALE AMOUNT:	Example using $120,000.00 sales price: **12000000**	Enter purchase price or, if a refinancing loan, leave blank
FIELD 9: DOWNPAYMENT:	Example using $5,000.00 sales price: **500000**	Enter the amount of any down payment. Leave blank for no down payment loans.
FIELD 10: RESERVIST+	Example: **N**	Enter "Y" if the veteran is eligible for VA loans as a reservist "N" if regular military.

Continued on next page

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Data Entry Procedures for Terminal Entry Method (continued)

Telecash Screen Display	Lender Entry (Enter exactly as shown, unless labeled "Example." Hit return key after finishing each screen.)	Help Column
FIELD 11: SUBSEQUENT USE	Example: **N**	• Enter "Y" if the veteran has previously used VA entitlement to get a VA loan <u>EXCEPT</u> if the current loan is an IRRRL (streamline/rollover), an assumption, or manufactured home loan, enter 'N'. • In <u>all</u> other cases, enter 'N'.
ENTER 'RELEASE'; 'CORRECT' OR 'LIST TO PRINT'	Example: **RELEASE**	Enter LIST TO PRINT: • To display and print the data that has just been entered. Enter CORRECT: • To make corrections to the data. Enter RELEASE: • To complete the transaction if all data entries are correct. • This will initiate payment of the funding fee and generate a 4-digit verification code, along with the date and amount paid. The lender should retain this information for its records. HOWEVER, this cannot serve as proof of payment/receipt.
ENTER NEXT COMPANY NUMBER, REQUEST NUMBER, MODULE OPTION, 'HELP' FOR REQUEST LIST, 'END', OR 'XX' TO RETURN TO MAIN LIST	Example: **131**	Enter 131 to make another funding fee payment. Enter END to end the session.

Electronic Payment of the VA Funding Fee

CPU to CPU Method

Funding fees may be transmitted by a CPU/CPU data transmission. The lender's computer transmits the data directly to Mellon Bank's computer.

To use this method, a lender must write a computer program to download data from the lender's database, using a specified format. The lender must transmit the data using an IBM Standard 2780/3780 bisynchronous protocol. Mellon Bank utilizes standardized record formats and will supply the lender with the necessary specifications.

Any of the following pairs of transmission line speeds and modems will work:

Baud Rate	Modem
2400 BAUD	Bell 201c
4800 BAUD	Bell 208B
9600 BAUD	V.32

For more information on CPU/CPU transmission, check the designated box on the application on page B-18 or submit a request to VA. Mellon Bank will send the procedures, recommendations, contacts and necessary input/record layouts.

Operator Assisted Telephone Method

Lenders who do not have or wish to use a computer, may pay the funding fee by calling Mellon's Operator Unit via a toll-free number, 24 hours a day, 7 days a week. The Mellon operator will enter the information into the ACH system for the lender. All phone calls are recorded and kept on file for 45 days.

When giving information to the operator, **omit all punctuation and decimals**. For numbers, **read each digit**.
- Example: $10,369.10 would be reported as "One, zero, three, six, nine, one, zero".

See pages B-7 through B-10 of the "Data Entry Procedures for Terminal Entry Method" for details on how to present the requested data.

The following are procedures for using the operator-assisted telephone method.

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Operator Assisted Telephone Method (continued)

Step	Action
1	Call the Mellon Operator at (800) 944-1400
2	Tell the Operator that your Company Number is 131 and you have a supplemental deposit to report.
3	Give the Operator the following information (see pages B-7 through B-10 for further details): • Lender ID Number is (11 digit lender ID number) • Dollar amount of funding fee is (state each digit, omit commas and decimal points) • PIN Number is (4 to 6-digit number) • Field One is (12-digit VA Loan Number) • Field Two is (OJ number, which is first 2 digits of the loan number) • Field Three is (Closing Date: MMDDYY) • Field Four is (Loan Amount) • Field Five is ("S" if shortage; "L" if late fee; "I" if late fee plus interest. In all other cases, "blank") • Field Six is (Veteran's last name, then first name) • Field Seven is (Loan Type "O" if origination; "A" if assumption; "I" if Interest Rate Reduction Refinancing Loan; "M" if manufactured home loan, "C" if cash-out refinancing loan) • Field Eight is (Sales amount) • Field Nine is (Down payment amount) • Field Ten is ("Y" if Reservist; "N" if regular military) • Field Eleven is ("Y" if 2nd or subsequent use of the veteran's entitlement. Always "N" if Interest Rate Reduction Refinancing or manufactured home loan or assumption. "N" in all other cases.
4	The Mellon Operator will repeat back the above information. Either: • State "Yes" to agree **OR** • Provide corrected information • The operator will re-verify the corrected information.

Electronic Payment of the VA Funding Fee

Operator Assisted Telephone Method (continued)

Step	Action
5	Once you verify that the information is correct, the Mellon Operator will acknowledge that the amount and PIN Number have been accepted and will assign a 4-digit Verification Number. • Keep a record of the Verification Number.
6	To report another transaction, return to Step 2. If finished, end the conversation.

What to do if Incorrect Data Was Transmitted

These procedures apply if an error is discovered after data has been transmitted by **any** of the three methods.

If the error is discovered the **same day** as it was transmitted, contact Mellon Bank at (800) 944-1400 before 5:00 p.m. Eastern Time. Provide the lender ID number used, the dollar value of the transaction, and the verification code. Mellon will cancel the transaction if possible. The lender may then retransmit the transaction, using corrected data.

If the error is discovered **after** the day of transmission, the transaction **cannot** be canceled or corrected. The receipt will reflect the incorrect data. (If the error resulted in an underpayment of the funding fee, transmit the shortage amount to VA as soon as the lender becomes aware of the shortage.)

• Wait for the receipt (or, if a shortage or late fee or interest is involved, wait for **all** related receipts) before submitting the closed loan package to VA for guaranty. Include **all** receipt(s) and an explanation of the error.

• As long as the **total amount paid**, as reflected on the receipts, matches the **actual amount due** (correctly calculated funding fee amount plus any late charge and/or interest due), evidence of guaranty will not be withheld based on other incorrect data on the receipts.

• If the lender overpaid, request a refund of the overpayment (see below).

Electronic Payment of the VA Funding Fee

Refunds of Overpayments or Double Payments

All requests for refunds must be submitted to the VA office to which the loan was or will be submitted for guaranty. Provide all pertinent facts, including the reason for the request and how the lender calculated the amount to be refunded. Include **all** applicable funding fee receipts. (If the funding fee was inadvertently paid more than one time, include the funding fee receipt for each time.)

Funding Fee Receipts

Receipts evidencing any payments made are sent to the lender **by mail.** The lender should receive a receipt from the VA approximately **6 to 10 days** after transmitting a payment.

If the funding fee is adequate for the purchase price, down payment, and loan amount, VA sends VA Form 26-8998, Acknowledgment of Receipt of Funding Fee from Mortgagee, to the lender.

If the funding fee is less than required, VA sends VA Form 26-0500, Notification to Mortgagee of Funding Fee Shortage, to the lender. After payment of the shortage, VA sends VA Form 26-8999, Acknowledgment of Receipt of Funding Fee Shortage, to the lender.

If a late charge and/or interest is due, VA sends VA Form 26-0546, Assessment of Late Fee, or VA Form 26-0547, Assessment of Late Fee and Interest, to the lender. After payment of the late charge and/or interest, VA sends VA Form 26-0548, Receipt of Late Fee and Accrued Interest, to the lender.

Include **ALL** receipts related to a particular loan when submitting the closed loan package to VA for guaranty.

Electronic Payment of the VA Funding Fee

Lost or Missing Receipts

A receipt that is not received by the lender within 14 days of a transmission is presumed lost. **There is no way to get a duplicate**.

Alternative proof of payment must be included with the loan package submitted for guaranty. Either of the following will fulfill this requirement:
- Confirmation of the payment from the VA office of jurisdiction based on checking records in VA's database.
- Ask the VA office to annotate the file or send you a copy of the report screen evidencing the payment

OR
- A copy of the lender's bank statement showing a debit to the amount of the payment **plus** a copy of the loan data that the lender transmitted

Note: A copy of the loan data transmitted with the verification code assigned at the time of transmittal is **not,** by itself, sufficient proof of payment.

If the lender has a **general, recurring problem** with missing receipts, determine:
- Whether the funds are actually being withdrawn from the lender's bank account
- Whether the person transmitting the payments is using the proper lender ID number for the home or branch office that is missing its receipts
- Whether the lender ID number is tied to the correct address of the home or branch office that is missing its receipts (confirm this by contacting the VA office with jurisdiction over that particular office of the lender)
- Whether the lender's internal mail routing system is delivering the receipts to the proper party

If the problem still cannot be resolved, discuss the problem with the VA Funding Fee Coordinator at (202) 273-7375.

Electronic Payment of the VA Funding Fee

Late Fees and Interest	A **4 percent late charge** is due on payments made **more than 15 calendar days after the closing date.** In addition, an **interest** penalty begins to accrue on payments overdue by **30 days or more**. Lenders that remit late funding fee payments will receive a bill from VA for any late charge or interest due. **DO NOT CALCULATE THE LATE FEE AND/OR INTEREST DUE.** VA will do all calculations on late payments. Even if you are aware that a funding fee payment is being made late, remit **only** the amount of the funding fee, **without** any late charge or interest. Wait to receive VA Form 26-0546, Assessment of Late Fee, or VA Form 26-0547, Assessment of Late Fee and Interest, before remitting the additional funds. • Include the assessment form and VA Form 26-0548, Receipt of Late Fee and Accrued Interest, with the closed loan package sent to VA. Data entry errors or other factors may cause errors in the billing of the late charge and/or interest on a loan. Contact the VA Funding Fee Coordinator at (202) 273-7375 if the proper late charge and/or interest must be calculated or other assistance is needed.
How to Change Bank Account and Other Information	Submit a CHANGE/SPECIAL REQUEST (page B-19), **or equivalent** information, to VA if there is or will be a change to the transit routing number and/or the account number. • The change is normally processed within 10 days of VA's receipt of the request. • After at least 6 business days from the date the request was submitted to VA, the lender may call Customer Service at Mellon Bank at (412) 234-2314 or (412) 234-2315 to inquire about the effective date of the change. • VA does not require that the bank account be used only to pay VA funding fees. Multi-purpose bank accounts are acceptable. You may also use the CHANGE/SPECIAL REQUEST (page B-19) to report a change to the lender's company name or a change to the lender's VA ID number For address changes, contact the VA office of jurisdiction.

Electronic Payment of the VA Funding Fee

How to Change the Lender's PIN and/or Lender ID Number Configuration

A lender that needs changes to the existing PIN number/lender ID number configuration of its home and branch offices should submit a CHANGE/ SPECIAL REQUEST (page B-19), or equivalent information, if no new PIN is needed.

- Thoroughly explain the configuration desired.
  - Example: Previously, branch offices A and B each used their own ID numbers and PIN numbers. The lender now wants branch offices A and B to use the PIN of the home office, but still use their individual lender ID numbers so that receipts will go directly to the branch offices. The lender must explain this arrangement and provide all ID numbers involved in the change.
- See the "VA Lender ID Number" and "How to Obtain a PIN" sections for possible configurations.

Note: Any time a lender wants a new configuration that involves having a new PIN number issued, provide an APPLICATION (page B-18) or equivalent information.

Funding Fee Tables

PURCHASE AND CONSTRUCTION LOANS

Type of Veteran	Down Payment	Percentage for First Time Use	Percentage for Subsequent Use
Regular Military	None	2.00%	3.00% *
	5% or more (up to 10%)	1.50%	1.50%
	10% or more	1.25%	1.25%
Reserves/ National Guard	None	2.75%	3.00% *
	5% or more (up to 10%)	2.25%	2.25%
	10% or more	2.00%	2.00%

CASH-OUT REFINANCING LOANS

Type of Veteran	Percentage for First Time Use	Percentage for Subsequent Use
Regular Military	2.00%	3.00% *
Reserves/National Guard	2.75%	3.00% *

Electronic Payment of the VA Funding Fee

**Funding Fee
Tables**
(continued)

OTHER TYPES OF LOANS

Type of Loan	Percentage for Either Type of Veteran Whether First Time or Subsequent Use
Interest Rate Reduction Refinancing Loans	.50%
Manufactured Home Loans	1.00%
Loan Assumptions	.50%

*The higher subsequent use fee does not apply to these types of loans if the veteran's **only** prior use of entitlement was for a manufactured home loan.

See chapter 6, section II, of this handbook for further information on calculating the funding fee.

APPLICATION

U.S. Department of Veterans Affairs (VA) Funding Fee Program
We recommend that you keep a copy of this blank page for future use. Provide all requested information.
Type or print clearly. You may want to keep a copy of the information you provide for your records.
Fax or mail the information to VA.

FAX: **202-275-3523**   **MAIL:**   **DEPT OF VETERANS AFFAIRS**
ATTENTION: **(264)**   **LOAN GUARANTY SERVICE (264)**
                                                         810 VERMONT AVE NW
                                                         WASHINGTON, DC 20420

Company Name:
_____

Address: _____

                  _____

Contact Person/Telephone Number: _____

   Check box ONLY if you want to use the CPU to CPU payment method.

VA Lender ID
Number

                                    Enter your 11-digit VA lender ID number in the empty boxes.
                                    Use this number to remit funding fee payments after receipt of
                                    the PIN number.

Bank's 9-digit Transit
Routing Number

                                    Provide complete, accurate information on the account that
                                    funds will be withdrawn from. Above: transit routing (ABA)
                                    # for the bank.
                                    Below: lender's bank account#.

Bank Account
Number

Authorized by: _____
                 Signature and Title of Authorizing Official   Date
                 Please verify bank information before signing!

_____
VA USE ONLY - DO NOT COMPLETE ANYTHING BELOW THIS LINE

ADD: <u>X</u>   EFFECTIVE DATE: _____   OUTPUT TYPE: <u>AD</u>
COMPANY NUMBER   <u>131</u>

SECURITY PIN DATA: Is the lender to have its own unique PIN number?   Yes_____ No_____
If no, is the lender to be associated with an existing lender on the system?   Yes_____ No_____

Unit number of existing lender:

CHANGE/SPECIAL REQUEST FORM

U.S. Department of Veterans Affairs (VA) Funding Fee Program

We recommend that you keep a copy of this blank page for future use. Provide all requested information. Type or print clearly. Check the box at the end of the line for any item that is being changed. You may want to keep a copy of the information you provide for your records. Fax or mail the information to VA.

FAX:	**202-275-3523**	**MAIL:**	**DEPT OF VETERANS AFFAIRS**
ATTENTION:	**(264)**		**LOAN GUARANTY SERVICE (264)**
			810 VERMONT AVE NW
			WASHINGTON, DC 20420

<u>**CHANGE**</u>

Company Name:

_____

Address:

_____

_____

Contact Person/Telephone Number:

_____

VA Lender ID Number

Enter your 11-digit VA lender ID number in the empty boxes. Use this ID number to remit funding fee payments.

Bank's 9-digit Transit Routing Number

Provide complete, accurate information on the account that funds will be withdrawn from. Above: transit routing (ABA) # for the bank.
Below: lender's bank account#.

Bank Account Number

Authorized by: _____
               Signature and Title of Authorizing Official   Date

Please verify bank information before signing!

Briefly explain nature of change(s) or action(s) requested, if not obvious from above information:
_____

VA USE ONLY - DO NOT COMPLETE ANYTHING BELOW THIS LINE

CHANGE:_____   DELETE: _____   EFFECTIVE DATE: _____

OUTPUT TYPE: <u>AD</u>   COMPANY NUMBER   <u>131</u>